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ABSTRACT

As part of its fee-supported extension education program, the California State University (CSU) authorizes students to enroll in continuing education course by attending "regular" campus courses, for which they pay continuing education fees, with instructor consent and based on space availability. This "concurrent enrollment" program began in the 1960s in response to legislative concern about unused classroom space. In light of recent state budget decisions, an advisory committee was appointed to examine the sources and uses of funds from the program. The committee's research, deliberations, and recommendations are reported here. The primary recommendation is that the CSU reimburse the state 22.4% of the gross revenues generated by the program each year. Appended materials, which comprise the bulk of the document, include memoranda from the CSU chancellor and executive vice chancellor, statistical tables containing data on program enrollment and finances, and related correspondence. (MSE)

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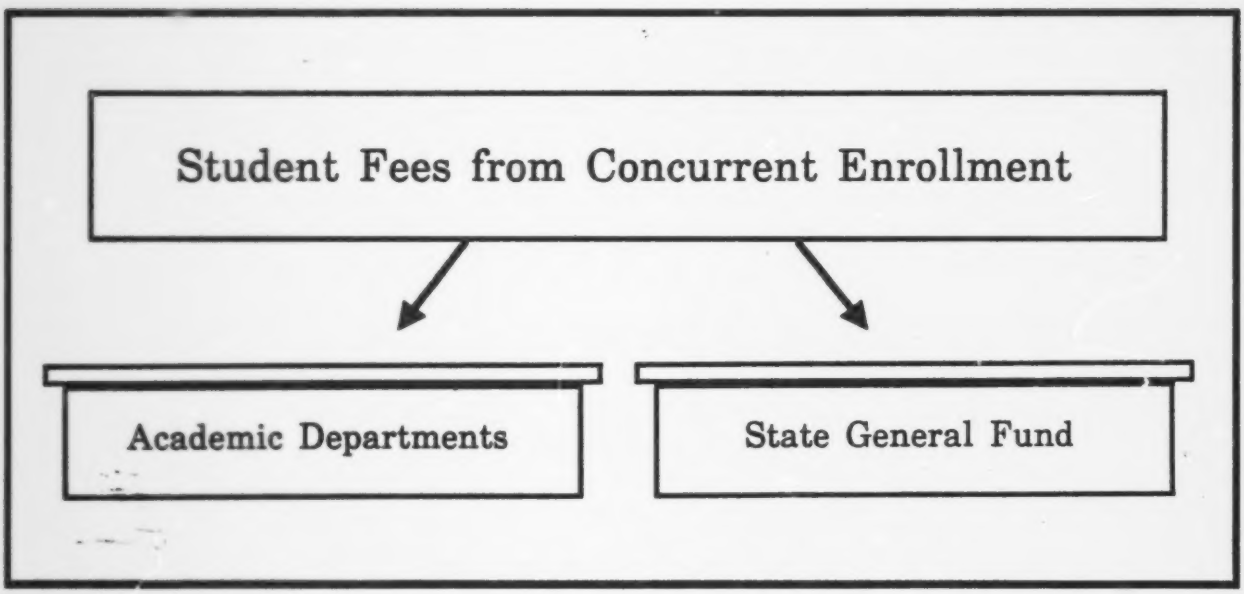

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Summary

This report responds to 1988-89 Supplemental Budget Language that directed the Commission's staff "to convene and chair a committee composed of representatives of the California State University, the Legislative Analyst, the Department of Finance, and staff of the fiscal committees of the Legislature for the purpose of examining the sources and uses of funds associated with concurrent enrollment" of the State University. The Language also directed the committee "to develop a recommendation for 1988/89 on the appropriate level, if any, of State General Fund assessment against the Continuing Education Concurrent Enrollment Program."

This report describes the deliberations of the committee during its three meetings and reflects the positions taken by various committee members.

Part One on pages 1-4 presents a brief history of the State University's Concurrent Enrollment Program and discusses recent budget decisions that led to the Supplemental Language mandating this report.

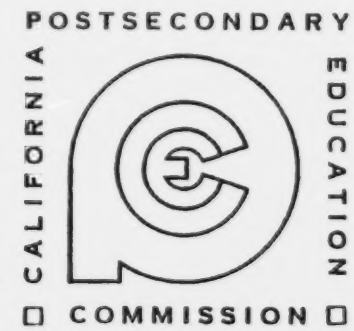
Part Two on pages 4-9 explains the membership of the committee, the primary issues the committee addressed, the committee's findings regarding concurrent enrollment at the State University, several options it considered for the sharing of concurrent enrollment revenues, its final recommendation (that the State University reimburse the State each year 22.4 percent of the gross revenues generated by its Concurrent Enrollment Program), and a discussion of several other options and issues for consideration by the Governor and Legislature. In particular, several members of the committee suggested that the Governor and Legislature consider a five-year phase-out of the reimbursement, and that before any reimbursement takes place, the State should determine if a similar policy of reimbursement is appropriate for the University of California.

The Policy Development Committee of the Commission discussed this report at its meeting on December 12, 1988. Additional copies of the report may be obtained from the Library of the Commission at (916) 322-8031. Questions about the substance of the report may be directed to Murray J. Haberman of the Commission staff at (916) 322-8021.

DISTRIBUTION OF REVENUE FROM CONCURRENT ENROLLMENT AT THE CALIFORNIA STATE UNIVERSITY

A Report to the Legislature in Response to Supplemental Language to the 1988-89 Budget Act

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION
Third Floor • 1020 Twelfth Street • Sacramento, California 95814-3985



COMMISSION REPORT 88-44
PUBLISHED DECEMBER 1988

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1 *History of the California State University's Concurrent Enrollment Program*

Introduction

As part of its fee supported Extended Education Program, often referred to as "Extension," the California State University authorizes students to enroll in continuing education courses by attending "regular" campus courses -- for which they pay continuing education fees -- if they gain the consent of the instructor and if the courses they wish to take have available space. The State University developed this "Concurrent Enrollment Program" in the late 1960s in response to public and legislative complaints about unused classroom space. It conceived of the program as a mechanism for filling classroom vacancies that existed due to enrollment underestimates. As students' application deadlines became more and more distant from their actual time of enrollment, the likelihood of unanticipated vacancies increased. Therefore, State University officials sought to demonstrate through the program that campuses were making their rationed resource of classroom space as available as possible to students.

The State University implemented the program after extensive consultation with the faculty's Statewide Academic Senate, which suggested regulations that would permit special admission of extension students to underenrolled classes in the regular program. In July 1971, in response to a Chancellor's Office recommendation, the Trustees added Section 40301 to Title 5 regulations as follows:

> *Extension Enrollment in Regular Curricular Offerings.*
>
> Each state college may designate each semester or quarter those regular course offerings which may be attended for extension credit; provided, that enrollment in any such course for extension credit shall be permitted only after students otherwise eligible to enroll in the course as a regular course offering have had an opportunity to do so. The Chancellor is authorized to establish and from time to time revise procedures for the implementation of this section.

At that time, Chancellor Dumke advised the Trustees that the anticipated implementation procedures would include assurances that: (1) regular students would receive preference in their course selections; (2) total course enrollment would not exceed the number that would ordinarily be accommodated; (3) courses would maintain an appropriate student mix; (4) students enrolling would meet all the necessary course prerequisites; (5) administrative housekeeping matters would be kept out of the classroom; and (6) additional faculty compensation would be provided for any additional work performed.

On February 1, 1972, Chancellor Dumke set forth policies for campus concurrent enrollment programs in Executive Order 146 (reproduced in Appendix A on pages 9-12 below). In addition to the criteria enumerated above, the Executive Order limited applicability to the same types of extension courses that could be offered through the traditional extension program, prohibited the charging of any extra fees, and required maintenance of various records.

With respect to the issue of additional faculty compensation, the Trustees determined that since the faculty would incur no additional duties, no direct compensation would be provided. However, academic departments involved in providing concurrent enrollment instruction would be reimbursed for such costs as reader time, student assistants, and instructional materials.

During the 1972-73 academic year, approximately 1,500 headcount students, or about 150 full-time-equivalent students enrolled through the Concurrent Enrollment Program on the 14 participating campuses. In the ensuing five years, interest and participation in the program increased markedly. As more and more revenue was generated from these enrollment increases, however, issues concerning the distribution of those revenues grew as well.

Responding to those issues, in August 1978 the Chancellor's Office issued a revised Executive Order No. 298 (Appendix B, pages 13-16), giving each campus president the authority to allocate revenues after consultation with the faculty. Furthermore, the Executive Order's cover memo reminded the presidents that the primary purpose of the program was to permit utilization of classroom spaces not filled through the regular matriculation process. It also noted that most concurrent enrollees would be paying fees that were not significantly higher than those paid by regularly matriculated part-time students.

In the most recent year for which complete data are available -- 1986-87 -- headcount enrollment in the program had increased to 48,219; full-time-equivalent enrollment was estimated at 4,155; and all 19 campuses were participating in it. Appendix C on pages 17-23 contains detailed campus-by-campus statistics on the program's enrollment and revenues, and it shows that while concurrent enrollment activity varies from campus to campus, it has become a significant enterprise on many campuses.

For example, at San Jose State University, the program constitutes a major portion of gross campus extension revenue and an even greater part of revenue after expenses, since there are no faculty salary costs. At three campuses including San Jose State, the program generates more than 50 percent of all full-time-equivalent extension enrollments. At four others, it generates more that 25 percent of those enrollments. Only two campuses receive less than 10 percent of that enrollment from it.

In general, revenue from the program has also constituted an increasing portion of the State University's total extension enterprise. In 1986-87, for example, the program generated 19.8 percent of total Continuing Education Revenue Fund receipts, although preliminary estimates suggest that this percentage may have reached a plateau in 1987-88.

Recent budget decisions

As noted above, the Concurrent Enrollment Program authorizes State University students to enroll in continuing education courses by attending regular campus courses if they gain the consent of the instructor and if the courses have space for them.

Because the State General Fund supports the cost of offering these regular courses, the Governor, as part of his 1985-86 budget, proposed that the State share in the revenues generated by continuing education concurrent enrollment fees, and through a General Fund veto, he arranged for the reimbursement to the State of 50 percent of the revenues generated by the program -- an amount that was estimated to equal $2 million in that year. Also in that year, the Governor provided $966,000 in funds back to the State University (presumably from the concurrent enrollment reimbursement) for the purpose of faculty development activities, with the explicit understanding that if any revenues from the concurrent enrollment reimbursement were to be forthcoming, the State University would have to request such funds via a specific budget change proposal.

The Legislature did not agree with this policy, and in Supplemental Language to the 1985-86 Budget Act, it stated:

> It is the intent of the Legislature that the General Fund offset budgeting from fees paid by concurrently enrolled continuing education students at CSU shall not be continued in the 1986-87 budget.

As a result, the State University chose not to prepare a specific 1986-87 budget change proposal, as directed by the Governor in 1985-86, as a means to recover all or a portion of the concurrent enrollment reimbursement. Consequently, the Governor continued the State University's General Fund reimbursement of $2 million in 1986-87 and again in 1987-88 and 1988-89 as an offset against its concurrent enrollment revenues.

For 1988-89, the amount of revenue generated by concurrent enrollment fees was estimated at nearly $9 million, and the Legislative Analyst, in her *1988-89 Analysis of the Budget Bill*, recommended that the State University provide the State with an additional $2.5 million reimbursement in light of the 50 percent sharing arrangement imposed by the Governor in 1985-86.

In order to determine the appropriateness of that recommendation, the Legislature adopted Supplemental Report Language to the 1988-89 Budget Act

that stated:

> The Director of the California Postsecondary Education Commission, or his designee, shall convene and chair a committee composed of representatives of the California State University, the Legislative Analyst, the Department of Finance, and staff of the fiscal committees of the Legislature for the purpose of examining the sources and uses of funds associated with concurrent enrollment. The committee shall develop a recommendation for 1988-89 for the appropriate level, if any, of State General Fund assessment against the Continuing Education Concurrent Enrollment program. The committee's recommendation shall be submitted to the legislative fiscal committees and the Joint Legislative Budget Committee by December 1, 1988.

This report, containing the committee's recommendation, responds to that directive.

2 *Work of the Advisory Committee*

IN response to the Supplemental Report Language, the Commission convened an advisory committee that included these members:

Anthony Moye, Deputy Vice Chancellor,
Academic Affairs, Resources
The California State University

Charles Lieberman, Program Analyst
Office of the Legislative Analyst

Judy Day, Principal Program Budget Analyst
Department of Finance

Glee Johnson, Minority Consultant
Senate Budget and Fiscal Review Committee

Paul Holmes, Consultant
Senate Budget and Fiscal Review Committee

William Furry, Minority Consultant
Assembly Ways and Means Committee

Pamela Spratlen, Consultant
Assembly Ways and Means Committee

Murray J. Haberman, *Chair*
Postsecondary Education Specialist
California Postsecondary Education Commission

The committee met three times -- on August 19, September 27, and October 14, 1988 -- to discuss issues related to the State University's reimbursement of concurrent enrollment revenues.

The issues

Two fundamental issues confronted the committee:

- First, should the State University reimburse the State of California a portion of the revenues generated by its Concurrent Enrollment Program?
- And second, if it should do so, what is a fair and equitable amount?

With respect to the first issue, the committee members from the Department of Finance and the Office of the Legislative Analyst stated that since State-funded personnel and facilities are being used for what has been traditionally self-supported extended education, the State should share in those fees generated by this self-supporting enterprise. On the other hand, State University and legislative fiscal committee staff indicated that since faculty are spending time providing a public service by allowing extension students to enroll concurrently in their courses, and since those faculty are taking on an additional workload, the faculty's academic departments should receive the entire share of these revenues.

With respect to the second issue -- that of a fair and equitable amount -- the Department of Finance argued that it had instituted a policy that the State should receive 50 percent of the revenues generated by the program in addition to an administrative overhead charge (estimated at 5 percent in the case of concurrent enrollment) imposed upon all State agencies receiving centrally provided services such as auditing and payroll. Conversely, the State University argued that the Department of Finance has no formal written policy on concurrent enrollment revenue sharing and that the Department's 50 percent sharing of concurrent enrollment funds was incorrect, since the Governor in 1985-86 unilaterally imposed a General Fund reduction, with a reference that the reduction should be funded from concurrent enrollment revenues.

Clearly, the issue of concurrent enrollment revenue sharing is controversial, with both the Department of Finance and the Legislative Analyst on the one hand, and the State University on the other, presenting reasonable arguments.

In order to clarify the issue, several committee members suggested that additional information was necessary before they could suggest an equitable sharing arrangement between the State University and the State. Specifically, the committee wanted to know (1) how concurrent enrollment revenues are generated; (2) what kinds of students are enrolling concurrently; and (3) how funds are being spent.

The Committee's findings regarding the program

In response to the Committee's request, Commission staff requested the State University to provide detailed information on the size and scope of its Concurrent Enrollment Program (Appendix D, pages 25-33). Furthermore, Commission staff visited San Jose State University -- the campus with the largest Concurrent Enrollment Program -- to collect additional information and to seek a campus perspective on the issues. Following is a summary of the State University's report and the Committee's findings based on that information:

- Concurrent enrollment students are admitted to regular courses on a space available basis only. They do not supplant regularly matriculated students.
- Students enroll concurrently because it precludes much of the paperwork such as transcripts and applications that the regular matriculation process requires.
- Students enroll in Concurrent Enrollment rather than Extension because the course selection is much broader, in that most regularly scheduled classes are available to concurrent enrollees. In addition, concurrently enrolled students can obtain up to 24 undergraduate units or six graduate units for use if they later choose to become regular matriculated students.
- Most concurrent enrollment students have their baccalaureate degree. Most attend courses for professional development purposes. Most are older students. Many are women planning to re-enter the work force or exploring the options for formal matriculation. A significant number are students who were disqualified from the regular program and are using Concurrent Enrollment as a means for readmission.
- Students pay extension course fees set by Executive Orders. Most typically the fee is about $75 per semester unit for lecture courses, about $100 per unit for activity courses (art courses for example), and as high as about $140 per unit for laboratory courses. Some campuses may charge add-on fees for support of special extension programs such as instructional television.
- Total State University concurrent enrollment revenue in 1987-88 is estimated at $8,920,750. Currently the State has budgeted a flat $2 million reimbursement related to the program. The individual campuses are charged their proportionate share of this reimbursement based on their actual concurrent enrollment revenue. Campuses have the option of charging their portion of the reimbursement to their part of the Continuing Education Revenue Fund (CERF), reducing General Fund expenditures, or a combination. Most campuses charge the full amount to CERF, although in 1986-87 most campuses used General Fund rollover money (unspent funds from the previous year's budget) to reimburse the State. The remaining revenue is divided according to campus policy -- usually divided between the campus's Continuing Education Office and the academic departments providing the instruction.
- Concurrent enrollment appears to be profitable at most campuses.
- The campuses' primary uses of the funds after its share of the $2 million reimbursement consist of (1) support of the Continuing Education Office (including administrative and overhead costs); and (2) support for the academic department (including supplies and services, student assistants, travel, and equipment).
- On average, each academic department spends about 5 percent on operating expenses. Concurrent enrollment revenue is used to supplement office expense and supplies and services allocations.
- Faculty derive no direct monetary benefits from teaching extension students via concurrent enrollment but may benefit from student assistants, supplies and services, travel funds, and other resources made available to their department.
- Academic departments have significant discretion in the use of concurrent enrollment funds, but the amount of this discretion varies from campus to campus, in that some -- for example -- do not permit equipment purchases from them.

The Committee's ensuing discussion

After reviewing these findings, the committee remained divided as to an appropriate, fair, and equitable reimbursement of concurrent enrollment revenues. There were no analytical means for determining a fair and equitable percentage, since no data existed on the "true" incremental costs, if any, imposed on the General Fund.

In presenting the State University's argument, its representative -- with general concurrence of legislative fiscal committee staff -- stated that there should be no General Fund reimbursement and argued that the General Fund should be reimbursed for only the incremental costs incurred by the State as a result of the program and should not receive any share of the revenues generated by the program.

Specifically, in a July 15, 1988, memorandum shared with the Committee (pages 29-34 of Appendix D), the State University argued that:

> The General Fund receives full value for its expenses made to educate regular students. The Concurrent Enrollment Program is run at essentially no cost to the General Fund (aside from minor costs, which are required to be reimbursed). Then, it does not warrant reimbursement of $2 million or 25 percent/50 percent of revenue . . . .
>
> Such an assessment is not properly called a "reimbursement," since it does not repay support of concurrent enrollment. It is more in the nature of tuition, a tax, or unwarranted profit sharing . . . .
>
> No set reimbursement percentage is appropriate. The General Fund should be reimbursed for actual incremental General Fund costs generated by concurrent enrollment.

The Department of Finance and Legislative Analyst representatives argued, however, that since the State in effect underwrites the State University's regular program, and since regular faculty and facilities are utilized in support of the entrepreneurial nature of the concurrent enrollment enterprise, the State is entitled to some share of the revenues generated by the program. Furthermore, they expressed some concern regarding the self-supporting nature of concurrent enrollment as part of the State University's extension activities, in that other extension activities reimburse the State for facility use and compensate faculty apart from the regularly funded program.

After lengthy discussion, State University and legislative staff committee members recognized that the Department of Finance and the Legislative Analyst's positions were fixed -- and that the State would receive a portion of the revenue generated by the program. Throughout the committee's deliberations, it became increasingly apparent that a negotiated settlement -- to derive an arbitrary percentage amount for reimbursement -- was necessary in order to put the issue to rest. At that juncture, the committee discussed possible options for reimbursement.

Options considered

The Committee considered several options, ranging from no reimbursement of concurrent enrollment revenue to 50 percent of total revenues. Representatives of the Legislature's fiscal committees and the State University recognized that a "no reimbursement" policy, although perhaps preferable, would not be accepted by the Department of Finance or the Legislative Analyst. On the other hand, a 50 percent recommendation -- as articulated by the Department -- would presumably curtail the program, in that the amount of revenue left over for departmental support would be so significantly reduced that the faculty would have virtually no incentive to provide instruction to non-matriculated students and thus would refuse to take on the additional workload.

Another option was that the State University would reimburse the State an amount equal to 50 percent of program revenues and then would submit a budget change proposal to establish a line item that would reallocate to the State University a portion of its concurrent enrollment reimbursement. (This option was consistent with the Governor's request in 1985-86 for a budget change proposal for any reallocation of concurrent enrollment monies.) The committee viewed this option as unnecessarily complex, however, and argued further that any portion for reallocation would still need to be negotiated as part of the budgeting process.

The Committee's recommendation

Acknowledging that no analytical basis exists for its recommendation, the Committee reached a consensus (the Department of Finance abstaining from the vote) and recommended that:

> **The State University should reimburse the State each year 22.4 percent of the gross revenues generated by its Concurrent Enrollment Program.**

The percentage recommended was computed by dividing the current $2,000,000 reimbursement by the total concurrent enrollment revenues of $8,920,750 generated in the 1987-88 academic year. The Department of Finance chose not to vote on the issue, indicating that it would consider the committee's recommendation as part of this year's budget process.

Other options and issues for consideration

After reaching consensus on the above recommendation, several committee members suggested that another option would be to phase out the State University reimbursement entirely. As discussed previously in this report, several members of the committee felt that the State should not share in the revenues generated by the program. They gave two reasons for their position:

- First, since the program generates no additional costs to the State, a reimbursement seems unjustified.
- Second, the assessment of a portion of the revenues by the State serves as a disincentive against the entrepreneurial nature of the program.

However, the committee understands that immediate implementation of a policy to make *no* State assessment would in effect cost the State $2 million. Given that magnitude, it is extremely unlikely that such a change would be implemented.

One possible option as an add-on to the committee's recommendation would be that the Legislature and the Administration might agree to phase out the State assessment over a number of years, depending on the State's financial condition and the relative priority of such a proposal to the Administration and the State University. A suggested approach would be a five-year phaseout, with a declining percentage contribution each year, as follows: 1989-90, 22.4 percent; 1990-91, 17.5 percent; 1991-92, 12.5 percent; 1992-93, 7.5 percent; 1993-94, 2.5 percent; 1994-95 and thereafter, 0 percent.

A final issue raised by the committee dealt with the development of a reimbursement policy consistent for both the California State University and the University of California. It became increasingly evident during the committee's deliberations that the University of California had a concurrent enrollment program similar, if not identical to, the State University's. Currently, the University pays no reimbursement of funds to the State in operating its program.

The committee therefore suggested that as the State implements its recommendation for the State University, it determine whether a comparable policy is warranted for the University.

Appendix A *Memorandum from Glenn S. Dumke*

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

February 1, 1972

To: State College Presidents

From: Glenn S. Dumke
Chancellor

Subject: Regulations Governing Extension Student Enrollment in Regular Session Offerings
Executive Order No. 146

I am pleased to forward to you five copies of Executive Order 146 implementing the provisions of Section 40301 of Title 5 of the California Administrative Code adopted by the Board of Trustees last July. The issuance of these regulations follows extensive consultation with various concerned groups.

Implementation of programs of current enrollment under this provision is permissive and will depend upon institutional circumstances and community needs. However, I urge each of you to explore thoroughly the potential this provision offers for making better use of our educational resources.

At the same time, care should be taken in the manner by which implementation is accomplished so that everyone will understand that the purpose is to afford greater opportunity and permit utilization of class spaces not anticipated during the regular admissions cycle. Special effort should be taken to overcome any tendency to view this as a device for assessing tuition indirectly. (It should be noted that most participants will pay fees not significantly higher than for part-time regular enrollment.)

Since this is a new program it is reasonable to expect that experience will suggest the need for modification of these regulations. If you should perceive such a need, please forward your comments to Vice Chancellor Langsdorf.

GSD:ks
Enclosure

cc: Academic Vice Presidents
Chancellor's Staff

REGULATIONS GOVERNING
EXTENSION STUDENT ENROLLMENT
IN REGULAR SESSION OFFERINGS
Executive Order No. 146

This Executive Order is issued pursuant to and in implementation of Section 40301 of Title 5 of the California Administrative Code.

Effective immediately, the following procedures shall govern the enrollment of extension students in regular course offerings at each state college.

1.00 Available Courses

1.01 Ordinarily, the regular course offerings in which extension students may be enrolled shall be limited to upper division and graduate courses and to lower division courses not readily available at nearby community colleges.

1.02 Enrollment or potential enrollment of extension students shall not be the basis for addition of a new course section, nor shall such enrollment alone justify continuation of a course section which would otherwise be cancelled due to low enrollment of regularly matriculated students.

1.03 The size of the class shall not be increased due to extension enrollments beyond the maximum size which would ordinarily be determined to be appropriate for the particular course. The college may further limit the number or proportion of extension enrollees in a regular course offering to assure maintenance of quality.

2.00 Enrollment in Available Courses

2.01 Enrollment of extension students in regular courses shall not be permitted in any course until reasonable steps have been taken to provide full enrollment opportunity to students who are regularly enrolled and otherwise eligible to take the course.

2.02 The college may require that extension students meet course prerequisites and may establish other requirements for enrollment in particular courses.

2.03 Registration of extension students in regular courses and similar procedural activities shall be conducted in such a manner as not to interfere with the course instruction.

3.00 Fees and Reimbursement

3.01 Fees in addition to those ordinarily assessed extension students shall not be charged such students because of their enrollment in regular courses at the college.

3.02 Faculty who teach regular courses in which extension students are enrolled shall not be paid additional direct faculty compensation for teaching the extension students.

Departments should be reimbursed for additional reader time, instructional materials, and similar incremental costs.

3.03 Except for such reimbursement of Departments, all revenues derived from concurrent enrollment of extension students in regular courses shall be deposited in the Continuing Education Revenue Fund in accordance with existing procedures for revenues derived from self-supporting instructional programs. Expenditures associated with the implementation of concurrent enrollment may be reimbursed from the Fund in accordance with established procedures.

4.00 Record Keeping

4.01 Registration and enrollment records concerning regular classes in which extension students are enrolled shall be kept so as to differentiate between regular and extension students for purposes of reporting.

4.02 Records shall be kept of income and expenditures related to this program in sufficient detail and in such a manner as to facilitate the conduct of evaluative studies.

Dated: February 1, 1972

Glenn S. Dumke
Chancellor

No. 146 - Regulations Governing Extension Student Enrollment In Regular Session Offerings

Appendix B *Memorandum from Harry Harmon*

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5512

RECEIVED
Extended Education
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Trustees California State
University and Colleges

Date: August 1, 1978

To: Presidents

From: Harry Harmon
Executive Vice Chancellor

Subject: Regulations Governing Extension Student Enrollment in Regular Session Offerings - Executive Order No. 298

I am transmitting to you a copy of Executive Order No. 298 regarding enrollment in regular session offerings by extension students.

The principal difference between this and Executive Order No. 146, which is now superseded, concerns the allocation of the enrollment revenue. The action is consistent with the recommendation of the Task Force on Continuing Education.

Care should be taken in the manner in which implementation is accomplished so that everyone will understand that the purpose is to afford opportunity and permit utilization of class spaces not anticipated during regular admission cycle. Special effort should be taken to overcome any tendency to view this as a device for assessing tuition indirectly. (It should be noted that most participants will pay fees not significantly higher than for part-time regular enrollment.)

In accordance with The California State University and Colleges policy, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

HH:mc

Distribution: Vice Presidents for Academic Affairs
Deans of Extended Education
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 298

Title: Regulations Governing Extension Student Enrollment in Regular Session Offerings

Effective Date: August 1, 1978

Supersedes: Executive Order No. 146

This Executive Order is issued pursuant to and in implementation of Article 4, Section 40301 of Title 5 of the California Administrative Code.

1.00 Available Courses

1.01 Ordinarily, the regular course offerings in which extension students may be enrolled shall be limited to upper division and graduate courses and to lower division courses not readily available at nearby community colleges.

1.02 Enrollment or potential enrollment of extension students shall not be the basis for addition of a new course section, nor shall such enrollment alone justify continuation of a course section which would otherwise be canceled due to low enrollment of regularly matriculated students.

1.03 The size of the class shall not be increased due to extension enrollments beyond the maximum size which would ordinarily be determined to be appropriate for the particular course. The college may further limit the number or proportion of extension enrollees in a regular course offering to assure maintenance of quality.

2.00 Enrollment in Available Courses

2.01 Enrollment of extension students in regular courses shall not be permitted in any course until reasonable steps have been taken to provide full enrollment opportunity to students who are regularly enrolled and otherwise eligible to take the course.

2.02 The college may require that extension students meet course prerequisites and may establish other requirements for enrollment in particular courses.

2.03 Registration of extension students in regular courses and similar procedural activities shall be conducted in such a manner as not to interfere with the course instruction.

3.00 Fees and Reimbursement

3.01 Fees in addition to those ordinarily assessed extension students shall not be charged such students because of their enrollment in regular courses at the college.

3.02 Faculty who teach regular courses in which extension students are enrolled shall not be paid additional direct faculty compensation for teaching the extension students.

3.03 All revenues derived from concurrent enrollment of extension students in regular courses shall be deposited in the Continuing Education Revenue Fund.

3.04 The allocation of all revenues derived from concurrent enrollment of extension students in regular courses shall be determined by the president following consultation with appropriate faculty representatives. Expenditures from the Support appropriation associated with the implementation of concurrent enrollments shall be reimbursed from the Fund in accordance with established procedures. Documentation of revenues and expenditures related to this program shall be maintained in sufficient detail to facilitate the conduct of evaluative studies.

4.00 Record Keeping

Registration and enrollment records concerning regular classes in which extension students are enrolled shall be kept so as to differentiate between regular and extension students for purposes of reporting.

Glenn S. Dumke, Chancellor

Date: August 1, 1978

Appendix C *Statistical Tables*

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Concurrent Enrollment Extension
Revenue and Expenditures
1985-86

CAMPUSES	REVENUE	STATE ASSESSMENT	EXPENDITURE	ACADEMIC UNITS EXPENDITURES					
				SUPPLIES & SERVICES	ST. ASST	TRAVEL	EQUIP	OTHER	TOTAL
Bakersfield	61,746	8,097	38,212	15,437	0	0	0	0	15,437
Chico	151,406	0	116,178	35,228	0	0	0	0	35,228
Dominguez Hills	291,901	36,488	185,573	57,343	2,578	3,884	5,211	824	69,840
Fresno	204,894	44,153	80,394	80,347	0	0	0	0	80,347
Fullerton	443,468	49,584	146,111	110,325	20,829	21,381	90,790	4,448	247,773
Hayward	624,057	55,702	232,866	155,326	0	0	63,578	116,585	335,489
Humboldt	142,260	24,506	50,447	54,367	9,022	2,135	0	1,783	67,307
Long Beach	602,583	64,683	233,399	150,572	73,728	4,872	34,699	40,630	304,501
Los Angeles	574,040	62,000	256,020	78,200	42,600	27,000	99,000	9,220	256,020
Northridge	860,777	69,762	272,174	231,419	87,202	23,076	156,383	20,761	518,841
Pomona	357,679	24,378	226,130	63,396	3,862	20,559	19,354	0	107,171
Sacramento	176,745	41,443	32,891	67,767	8,132	25,203	844	465	102,411
San Bernardino	130,912	7,800	123,112	0	0	0	0	0	0
San Diego	697,976	79,537	344,660	229,792	10,268	33,719	0	0	273,779
San Francisco	611,420	46,266	286,158	157,939	83,332	3,613	33,654	458	278,996
San Jose	1,170,261	60,000	440,995	328,610	111,769	54,877	127,830	46,180	669,266
San Luis Obispo	197,942	21,142	102,579	37,630	16,626	2,746	17,219	0	74,221
Sonoma	83,417	14,753	59,316	8,262	625	0	461	0	9,348
Stanislaus	64,959	15,384	20,942	640	2,622	4,236	21,135	0	28,633
TOTAL	7,448,443	725,678	3,248,157	1,862,600	473,195	227,301	670,158	241,354	3,474,608
		9.7%	43.6%	25.0%	6.4%	3.1%	9.0%	3.2%	46.7%

8u

Concurrent Enrollment Extension
Gross Enrollment
1977-78 Through 1986-87

CAMPUS	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Bakersfield	130	112	224	215	188	448	400	336	356	502
Chico	442	497	366	511	675	834	605	539	960	1,015
Dominguez Hills	662	814	1,317	1,421	1,862	1,504	2,260	1,643	1,913	1,081
Fresno	425	410	625	761	964	1,455	1,520	1,269	1,417	1,071
Fullerton	203	474	782	1,450	1,637	1,643	1,775	1,532	2,546	2,898
Hayward	1,428	1,442	1,279	1,482	2,129	2,759	3,256	3,756	4,407	4,062
Humboldt	263	282	340	393	533	711	1,066	1,422	1,224	1,212
Long Beach	935	1,319	2,227	2,394	2,687	2,581	3,034	3,140	3,412	3,641
Los Angeles	1,204	1,684	2,384	2,519	2,891	3,673	3,371	3,660	4,493	6,086
Northridge	1,460	1,536	1,968	2,284	2,419	2,508	3,054	3,957	4,948	5,243
Pomona	809	1,201	1,431	1,498	2,065	1,952	2,267	2,402	2,359	2,401
Sacramento	279	323	493	660	867	1,158	1,146	1,397	1,156	1,060
San Bernardino	361	240	288	260	444	574	747	816	784	838
San Diego	1,660	1,370	1,907	1,943	2,111	2,599	2,948	3,338	3,905	4,437
San Francisco	1,527	2,161	1,898	2,274	2,548	2,853	3,719	3,594	3,537	4,026
San Jose	2,674	3,283	3,788	3,551	4,084	5,220	6,193	6,063	6,466	6,227
San Luis Obispo	868	830	1,041	1,202	1,510	1,365	1,256	1,211	1,611	1,471
Sonoma	191	180	232	354	486	407	313	268	438	489
Stanislaus	235	267	232	214	345	482	650	460	395	459
Total	15,756	18,425	22,822	25,386	30,445	34,726	39,580	40,803	46,327	48,219

3019u

TABLE 30.18

Concurrent Enrollment Extension
Annual Full-Time Equivalent Students
1977-78 Through 1986-87

Campus	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Bakersfield	11	10	19	18	29	41	37	30	33	45
Chico	47	46	34	47	64	75	64	78	87	98
Dominguez Hills	60	65	108	120	154	224	185	152	157	99
Fresno	37	34	44	71	96	132	137	120	127	98
Fullerton	19	42	91	135	154	167	169	207	225	252
Hayward	115	116	103	123	173	226	274	329	392	333
Humboldt	16	20	23	27	38	48	70	90	74	95
Long Beach	97	130	202	212	260	252	232	298	316	334
Los Angeles	90	138	196	207	236	290	273	258	364	378
Northridge	131	138	183	206	218	222	271	356	448	473
Pomona	63	83	103	116	155	152	172	186	184	182
Sacramento	25	30	46	61	83	108	104	124	110	93
San Bernardino	17	23	19	21	37	45	63	68	69	72
San Diego	155	129	173	185	198	242	281	319	368	424
San Francisco	148	210	182	214	234	273	353	340	338	385
San Jose	259	304	353	352	404	499	586	579	622	591
San Luis Obispo	53	59	71	84	92	93	99	109	114	113
Sonoma	17	14	21	34	52	36	29	26	42	49
Stanislaus	10	18	19	16	28	41	55	40	36	41
TOTAL	1,370	1,609	1,990	2,249	2,705	3,166	3,454	3,709	4,106	4,155

0550u

Concurrent Enrollment Extension FTES
Percentage Of Total FTES
1977-78 Through 1986-87

Campus	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Bakersfield	3.37	3.93	8.05	8.10	13.42	17.75	18.41	12.15	12.31	14.11
Chico	8.15	9.97	7.39	10.19	11.85	12.73	10.94	13.90	14.57	15.63
Dominguez Hills	8.39	8.03	14.43	17.06	22.54	30.11	25.20	23.25	24.34	18.33
Fresno	5.37	5.33	6.04	8.29	10.50	12.82	13.42	11.30	12.13	8.46
Fullerton	1.65	4.12	9.29	12.43	13.87	16.07	15.32	17.83	17.91	19.94
Hayward	25.33	42.02	44.39	59.13	67.05	70.86	62.71	60.25	63.74	56.44
Humboldt	10.45	15.15	18.54	20.93	29.68	41.37	43.21	50.28	47.44	53.68
Long Beach	6.24	8.87	13.13	13.89	16.03	13.06	10.65	13.7[illegible]	15.40	15.76
Los Angeles	15.59	32.31	37.47	43.76	46.27	51.51	51.51	48.59	59.77	60.29
Northridge	10.02	9.47	12.13	13.60	15.21	15.47	17.97	24.84	26.47	26.87
Pomona	37.27	36.88	42.21	40.41	58.93	56.09	56.95	58.12	52.72	45.50
Sacramento	2.03	3.06	3.98	4.99	8.09	10.84	10.39	12.82	10.89	8.89
San Bernardino	3.51	4.87	4.40	6.17	11.07	13.60	14.42	14.75	14.32	10.76
San Diego	9.43	8.61	10.66	11.61	11.24	13.96	16.53	17.84	19.35	21.26
San Francisco	8.66	11.89	10.33	11.87	13.00	15.37	19.01	18.39	18.43	20.31
San Jose	16.09	19.17	22.20	22.82	25.17	29.39	32.65	38.65	3[illegible].42	30.21
San Luis Obispo	27.60	33.14	35.32	36.36	41.25	36.76	38.22	41.29	40.14	42.01
Sonoma	4.19	4.98	6.58	9.65	11.60	9.09	7.30	6.84	11.55	13.07
Stanislaus	6.02	10.46	9.69	9.09	15.64	17.67	21.24	18.02	14.40	16.08
Total	9.07	11.41	13.63	15.27	17.97	20.19	20.98	21.82	23.77	23.03

Concurrent Enrollment Extension
Course Sections
1977-78 Through 1986-87

Campus	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
Bakersfield	63	71	143	104	106	298	286	190	204	326
Chico	116	364	85	322	464	559	438	423	635	681
Dominguez Hills	193	550	806	292	1,028	1,440	1,439	1,045	1,203	751
Fresno	339	205	431	597	592	727	724	619	622	495
Fullerton	90	392	611	1,350	1,152	1,218	1,251	1,481	1,610	1,729
Hayward	991	1,001	906	999	1,398	1,591	851	2,158	1,457	2,017
Humboldt	163	118	264	311	417	518	695	835	795	133
Long Beach	963	802	848	1,773	2,063	2,000	1,290	2,176	2,338	2,382
Los Angeles	948	1,304	1,930	1,639	1,981	2,254	2,278	2,383	2,640	2,670
Northridge	1,080	844	1,403	1,466	2,380	1,260	1,369	3,890	3,08[illegible]	3,226
Pomona	608	815	967	1,040	1,314	1,860	1,918	1,891	1,615	1,616
Sacramento	215	268	406	511	717	1,057	828	868	909	669
San Bernardino	109	205	244	184	293	325	414	460	523	760
San Diego	1,193	1,067	1,421	1,383	1,563	1,739	2,103	2,230	2,420	2,685
San Francisco	1,191	1,625	1,384	1,550	1,787	1,939	2,332	2,275	2,245	2,506
San Jose	1,734	1,939	1,416	2,083	2,322	2,756	3,156	2,955	3,122	3,004
San Luis Obispo	729	666	902	789	1,316	1,133	1,142	1,049	1,062	1,174
Sonoma	167	149	196	62	289	312	248	229	270	383
Stanislaus	114	158	148	138	214	278	394	292	286	304
Total	11,006	12,543	14,511	16,593	21,396	23,264	23,156	27,449	27,045	27,511

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Appendix D *Haberman and Mills Correspondence*

June 23, 1988

Dr. Anthony J. Moye
Associate Vice Chancellor
Educational Programs and Resources
The California State University
400 Golden Shore, Suite 318
Long Beach, California 90802

Dear Tony:

Thank you for taking the time to meet with me yesterday regarding the Commission's study on concurrent enrollment . As you know, the Commission is directed to "convene and chair a committee composed of representatives of the California State University, the Legislative Analyst, the Department of Finance, and staff of the fiscal committees of the Legislature for the purpose of examining the sources and uses of funds associated with concurrent enrollment." Furthermore, the committee is instructed to "develop a recommendation for 1988-89 for the appropriate level, if any, of State General Fund assessment against the Continuing Education Concurrent Enrollment program."

In order for the Commission to effectively address its directive by the mandated December 1, 1988 deadline, it is important that the State University supply Commission staff with information regarding the size, scope, and operation of the Concurrent Enrollment Program. I would appreciate receiving information, if possible, that responds to the following questions:

(1) How does concurrent enrollment work? Please provide a history of the program and how it currently operates.

(2) How many students are enrolled (headcount and FTE)? In what disciplines? How many courses are these students enrolled in and at which CSU campuses?

(3) How are students enrolled? As additional admits to courses? As space fillers? Do they supplant regular students?

(4) Why do students enroll concurrently rather than in the regular program, extension or extended university? Because of admission practices to the regular program? Because of the types of courses offered?

(5) How much do students pay per unit? How are per unit charges established? Are there differences in per unit costs by discipline?

(6) How much revenue is generated by concurrent enrollment? How are these revenues allocated among the schools, the departments, CSU administration, the Continuing Education Revenue Fund, and the State (including overhead)?

(7) What percent of the Continuing Education Revenue Fund is attributed to concurrent enrollment? Is this program a profitable component of the continuing education enterprise?

(8) What are the costs of administering the concurrent enrollment program?

(9) What are the uses of the funds? (By the academic departments? By the CSU administration? By the faculty, i.e., for pc's, travel stipends, conference fees?) Exactly, how are the funds allocated? What benefits do the faculty receive who offer concurrent enrollment classes? Are funds allocated based on departmental discretion?

(10) Are there differences from campus to campus on how concurrent enrollment is offered and administered? How are funds allocated? Please explain these differences.

In addition to the above data questions, I would be interested in your opinion regarding the following policy questions:

(1) How should the State categorize funds received from concurrent enrollment? For example, should the State take a straight reimbursement, or should there be some sort of line-item reimbursement to CSU of the funds, such as for faculty development, or should the State receive no share? And why?

(2) What would be a reasonable percentage of reimbursement to the State? (25% straight reimbursement, 50% reimbursement with partial line item reallocation, etc?)

(3) What policy, and accompanying justification, would CSU advocate for the distribution of funds generated by its Concurrent Enrollment Program?

Finally, pursuant to our discussion yesterday, I would appreciate receiving CSU's 1984 Auditor's Report on Concurrent Enrollment for both the system and for the individual campuses.

Also please extend my thanks to Ralph Mills and Lou Messner for their assistance at yesterday's meeting. I will be contacting you in the next week with a date for the first advisory committee meeting. Please provide me within the next week with a list of any topics you would like included on the agenda for this first meeting.

Sincerely,

Murray J. Haberman
Postsecondary Education
Specialist

cc: Kenneth O' Brien
William Storey

THE CALIFORNIA STATE UNIVERSITY

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OFFICE OF THE CHANCELLOR
(213) 590-

MEMORANDUM

July 15, 1988

TO: Dr. Anthony J. Moye
Deputy Vice Chancellor
Academic Affairs, Resources

FROM: Ralph D. Mills
Assistant Vice Chancellor
Academic Affairs (Acting)
Research and Development

TRUSTEES CALIFORNIA STATE UNIVERSITY
RECEIVED
JUL 18 1988
ACADEMIC AFFAIRS
RESOURCES

SUBJECT: Concurrent Enrollment – Questions from CPEC

You've asked that I prepare draft responses to several questions posed by Mr. Haberman. The requested draft responses are enclosed.

RDM:pw:0455M
Attachments

cc: Dr. Lee R. Kerschner
Dr. John M. Smart
Mr. Louis V. Messner

INFORMATION: (213) 590-5506

CONCURRENT ENROLLMENT

1. Question — How does Concurrent Enrollment work? Please provide a history of the program and how it currently operates.

Answer — Concurrent Enrollment is a method whereby Extension students are admitted into regular courses on a "space available" basis after regular students have been accommodated. They pay the usual Extension course fees and, if academically successful, receive Extension credit. The instructor's approval is necessary for such enrollment.

Concurrent Enrollment of Extension students in regular course offerings was authorized by the Board of Trustees on July 13–14, 1971 and implemented by Executive Order No. 146 (2/1/72), superseded by Executive Order No. 298 (8/1/78).

2. Question — How many students are enrolled (headcount and FTE)? In what disciplines? How many courses are these students enrolled in and at which CSU campuses?

Answer — In 1986/87, the "head count" (gross enrollment) was 48,219; in FTES terms, enrollment was 4,155. They were enrolled in 27,511 course sections. We do not have separate Concurrent Enrollment detail by discipline. It is included in total Extension H.E.G.I.S. discipline statistics. All CSU campuses are involved with Concurrent Enrollment. See attached tables for detailed statistics.

3. Question — How are students enrolled? As additional admits to courses? As space fillers? do they supplant regular students?

Answer — This question is answered in 1., above. Students are admitted after regular students, on a space–available basis only. They do not supplant regular students.

4. Question — Why do students enroll concurrently rather than in the regular program, extension or extended university? Because of admission practices to the regular program? Because of the types of courses offered?

Answer — Student enroll concurrently rather than in the regular program because it is easier—much less paperwork, don't have to wait for transcripts, etc.

Students enroll in Concurrent Enrollment rather than Extension because the course selection is much broader—most of the regular scheduled classes, subject to available space and instructor approval.

5. Question — How much do students pay per unit? How are per unit charges established? Are there differences in per unit costs by discipline?

Answer — Students pay the usual Extension course fees. These fees are set by the campuses within ranges specified in Executive Orders—the current E.O. for 1988/89 is E.O. No 522. Most typically the fee is about $75 per semester unit. Occasionally a campus may choose to set the Concurrent fee a couple of dollars higher or lower than the regular Extension fee. Differential fees are not set by discipline.

6. Question — How much revenue is generated by Concurrent Enrollment? How are these revenues allocated among the schools, the departments, CSU administration, the Continuing Education Revenue Fund, and the State (including overhead)?

Answer — Total CSU Concurrent Enrollment revenue in 1986/87 was $8,237,942. Currently the State has budgeted a flat $2,000,000 reimbursement related to Concurrent Enrollment. The individual campuses are charged their proportionate share based on actual Concurrent revenue. Campuses are given the options of charging CERF, reducing General Fund expenditures or a combination. Most campuses charge the full amount to CERF. The remaining revenue is divided according to campus policy — usually divided equally between the Extended/Continuing Education office and academic departments providng the instruction.

Campuses' overhead (business office, admissions/records, Chancellor's Office overhead and State prorata administrative charges) is usually paid out of the Extended/Continuing Education share. This is especially burdensome when the E/CE office share is only 1/3 of what is left after the campus pays its share of the $2,000,000.

7. Question — What percent of the Continuing Education Revenue Fund is attributed to Concurrent Enrollment? Is this program a profitable component of the Continuing Education enterprise?

Answer — In 1986/87, 19.8% of total CERF revenue was generated by Concurrent Enrollment. It is hard to answer the question about profitability because to do this conclusively we need information about costs as well as revenue. We believe that Concurrent Enrollment is profitable at most campuses but we cannot quantify this. San Jose State University, our campus with the largest Concurrent Enrollment program, reported a $98,000 loss in 1986/87 and expected another in 1987/88. We believe this was largely due to the unusually large portion of Concurrent revenue that goes to the academic departments and learning resource center. The $2,000,000 assessment pushed SJSU's Concurrent Enrollment into the red.

The attached detail on how Concurrent Enrollment revenue was spent in 1985/86 contains one factor which might be confusing. The item identified as Continuing Education office was "backed into" by taking total revenue and subtracting other expenditure items. We believe that in some cases the actual cost of doing business on the part of the Continuing Education office exceeded this number.

8. Question What are the costs of administering the Concurrent Enrollment program?

Answer We don't have systemwide cost data or administering Concurrent Enrollment.

9. Question What are the uses of the funds? (By the academic departments? By the CSU administration? By the faculty, i.e., for pc's, travel stipends, conference fees?) Exactly, how are the funds allocated? What benefits do the faculty receive who offer Concurrent Enrollment classes? Are funds allocated based on departmental discretion?

Answer Primary uses of the funds consist of:

State Reimbursement Assessment
Continuing Education Office
Administration Costs
Overheads (campus, C.O. and State Prorata)

Schools & Departments:
Supplies and Services
Student Assistants
Travel
Equipment

(Details for 1985/87 are attached.)

Faculty do not directly benefit from teaching Extension students in Concurrent Enrollment (no extra pay) but may benefit from student assistants, supplies and services, travel funds, etc., made available to the department.

The departments have significant discretion in the use of funds but this varies from campus to campus (e.g., some do not permit equipment purchases).

10. Question Are there differences from campus to campus on how Concurrent Enrollment is offered and administered? How are funds allocated? Please explain these differences.

Answer All campuses are subject to the regulations specified in Executive Order No. 298. As with other programs, each campus has a good deal of discretion as to how the program is administered. Typically, the academic department shares are allocated to the departments in the form of an account in CERF, Extension Instruction budget sub-program. Such allocations are usually revised by term to reflect additional enrollments/revenues.

The percentage of revenue allocated to the departments is determined by the campus president as indicated in E.O. No. 298.

POLICY QUESTIONS

1. Question — How should the State categorize funds received from Concurrent Enrollment? For example, should the State take a straight reimbursement, or should there be some sort of line-item reimbursement to CSU of the funds, such as for faculty development, or should the State receive no share? And why?

Answer — We categorize Concurrent Enrollment income as revenue from self-supporting instructional programs. There should be no General Fund reimbursement, i.e., no $2,000,000 assessment; no 25% or 50% "sharing" of revenue with the General Fund.

The General Fund should be reimbursed for all incremental costs incurred by the General Fund as a result of Concurrent Enrollment. The General Fund should not receive a "share of profits."

To the extent that the Department of Finance bases its claim for a share of Concurrent Enrollment revenue on the arrangement it has with the UC system in connection with appropriated research funds, the analogy is inappropriate. First, UC research funds are allocated with the express purpose of permitting UC to obtain grants and awards. The State then receives 50% of the indirect return on its investment. In the case of concurrent enrollment, the State expects to receive 50% of the gross program revenues. Moreover, since UC operates a Concurrent Enrollment program exactly like that operated by CSU, why is that not the proper analogy. The State has not asked for a share of the UC Concurrent Enrollment revenues.

The General Fund receives full value for its expenses made to educate regular students. The Concurrent Enrollment program is run at essentially no cost to the General Fund (aside from minor costs, which are required to be reimbursed). Then, it does not warrant reimbursement of $2,000,000 or 25%/50% of revenue.

Such an assessment is not properly called a "reimbursement" since it does not repay General Fund support of Concurrent Enrollment. It is more in the nature of a tuition, a tax or unwarranted profit sharing.

2. Question — What would be a reasonable percentage of reimbursement to the State? (25% straight reimbursement, 50% reimbursement with partial line item reallocation, etc?)

Answer — No set reimbursement percentage is appropriate. The General Fund should be reimbursed for actual incremental General Fund costs generated by Concurrent Enrollment.

3. Question — What policy, and accompanying justification, would CSU advocate for the distribution of funds generated by its Concurrent Enrollment program?

Answer — CSU should advocate the principals noted in 1 and 2 above, i.e., reimbursement of actual incremental General Fund costs only. This should be stipulated by the Department of Finance and included in a new E.O.

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

THE California Postsecondary Education Commission is a citizen board established in 1974 by the Legislature and Governor to coordinate the efforts of California's colleges and universities and to provide independent, non-partisan policy analysis and recommendations to the Governor and Legislature.

Members of the Commission

The Commission consists of 15 members. Nine represent the general public, with three each appointed for six-year terms by the Governor, the Senate Rules Committee, and the Speaker of the Assembly. The other six represent the major segments of postsecondary education in California.

As of January 1989, the Commissioners representing the general public are:

Mim Andelson, Los Angeles
C. Thomas Dean, Long Beach
Henry Der, San Francisco
Seymour M. Farber, M.D., San Francisco
Helen Z. Hansen, Long Beach
Lowell J. Paige, El Macero, *Vice Chairperson*
Cruz Reynoso, Sacramento
Sharon N. Skog, Palo Alto, *Chairperson*
Stephen P. Teale, M.D., Modesto

Representatives of the segments are:

Yori Wada, San Francisco; representing the Regents of the University of California

Claudia H. Hampton, Los Angeles; representing the Trustees of the California State University

John F. Parkhurst, Folsom; representing the Board of Governors of the California Community Colleges

Harry Wugalter, Thousand Oaks; representing the Chairman of the Council for Private Postsecondary Educational Institutions

Kenneth L. Peters, Tarzana; representing the California State Board of Education

James B. Jamieson, San Luis Obispo; representing California's independent colleges and universities

Functions of the Commission

The Commission is charged by the Legislature and Governor to "assure the effective utilization of public postsecondary education resources, thereby eliminating waste and unnecessary duplication, and to promote diversity, innovation, and responsiveness to student and societal needs."

To this end, the Commission conducts independent reviews of matters affecting the 2,600 institutions of postsecondary education in California, including Community Colleges, four-year colleges, universities, and professional and occupational schools.

As an advisory planning and coordinating body, the Commission does not administer or govern any institutions, nor does it approve, authorize, or accredit any of them. Instead, it cooperates with other state agencies and non-governmental groups that perform these functions, while operating as an independent board with its own staff and its own specific duties of evaluation, coordination, and planning,

Operation of the Commission

The Commission holds regular meetings throughout the year at which it debates and takes action on staff studies and takes positions on proposed legislation affecting education beyond the high school in California. By law, the Commission's meetings are open to the public. Requests to address the Commission may be made by writing the Commission in advance or by submitting a request prior to the start of a meeting.

The Commission's day-to-day work is carried out by its staff in Sacramento, under the guidance of its executive director, Kenneth B. O'Brien, who is appointed by the Commission.

The Commission issues some 40 to 50 reports each year on major issues confronting California postsecondary education, and it makes these publications available without charge while supplies last.

Further information about the Commission, its meetings, its staff, and its publications may be obtained from the Commission offices at 1020 Twelfth Street, Third Floor, Sacramento, CA 98514; telephone (916) 445-7933.

Distribution of Revenue from Concurrent Enrollment at the California State University

ONE of a series of reports published by the Commission as part of its planning and coordinating responsibilities. Additional copies may be obtained without charge from the Publications Office, California Postsecondary Education Commission, Third Floor, 1020 Twelfth Street, Sacramento, California 95814-3985.

Recent reports of the Commission include:

88-27 Proposed Construction of Off-Campus Community College Centers in Western Riverside County: A Report to the Governor and Legislature in Response to a Request of the Riverside and Mt. San Jacinto Community College Districts for Capital Funds to Build Permanent Off-Campus Centers in Norco and Moreno Valley and South of Sun City (June 1988)

88-28 Annual Report on Program Review Activities, 1986-87: The Twelfth in a Series of Reports to the Legislature and the Governor on Program Review by Commission Staff and California's Public Colleges and Universities (June 1988)

88-29 Diversification of the Faculty and Staff in California Public Postsecondary Education from 1977 to 1987: The Fifth in the Commission's Series of Biennial Reports on Equal Employment Opportunity in California's Public Colleges and Universities (September 1988)

88-30 Supplemental Report on Academic Salaries, 1987-88: A Report to the Governor and Legislature in Response to Senate Concurrent Resolution No. 51 (1965) and Subsequent Postsecondary Salary Legislation (September 1988)

88-31 The Role of the California Postsecondary Education Commission in Achieving Educational Equity in California: The Report of the Commission's Special Committee on Educational Equity, Cruz Reynoso, *Chair* (September 1988)

88-32 A Comprehensive Student Information System, by John G. Harrison: A Report Prepared for the California Postsecondary Education Commission by the Wyndgate Group, Ltd. (September 1988)

88-33 Appropriations in the 1988-89 State Budget for the Public Segments of Higher Education: A Staff Report to the California Postsecondary Education Commission (September 1988)

88-34 Legislation Affecting Higher Education Enacted During the 1987-88 Session: A Staff Report to the California Postsecondary Education Commission (October 1988)

88-35 Meeting California's Adult Education Needs: Recommendations to the Legislature in Response to Supplemental Language in the 1988 Budget Act (October 1988)

88-36 Implementing a Comprehensive Student Information System in California: A Recommended Plan of Action (October 1988)

88-37 Proposed Establishment of San Jose State University's Tri-County Center in Salinas: A Report to the Governor and Legislature in Response to a Request by the California State University for Funds to Create an Off-Campus Center to Serve Monterey, San Benito, and Santa Cruz Counties (October 1988)

88-38 Progress in Implementing the Recommendations of the Commission's 1987 Report on Strengthening Transfer and Articulation: A Staff Report to the California Postsecondary Education Commission (October 1988)

88-39 Proposition 98 -- The Classroom Instruction Improvement and Accountability Act: A Staff Analysis for the California Postsecondary Education Commission (October 1988)

88-40 The Fourth Segment: Accredited Independent Postsecondary Education in California. The Fifth in a Series of Reports on the Financial Condition of California's Regionally Accredited Independent Colleges and Universities (December 1988)

88-41 Beyond Assessment: Enhancing the Learning and Development of California's Changing Student Population. A Report in Response to the Higher Education Talent Development Act of 1987 (Assembly Bill 2016; Chapter 1296, Statutes of 1987) (December 1988)

88-42 The Role of the Commission in Achieving Educational Equity: A Declaration of Policy (December 1988)

88-43 Education Needs of California Firms for Trade in Pacific Rim Markets: A Staff Report to the California Postsecondary Education Commission (December 1988)

88-44 Distribution of Revenue from Concurrent Enrollment at the California State University: A Report to the Legislature in Response to Supplemental Language to the 1988-89 Budget Act (December 1988)

88-45 Prepaid College Tuition and Savings Bond Programs: A Staff Report to the California Postsecondary Education Commission (December 1988)